

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Jazz Educator's and Performer's Association for the purpose of uniting, educating, and providing musical opportunities to the proponents of Jazz music within the University Community.

Articles

I. Name of the group - The organization shall be known as the Jazz Educator's and Performer's Association (from here on abbreviated as JEPA).

II. Object of the organization – JEPA shall bring together those interested in jazz, and shall provide opportunities for musical experiences, education and outreach. It will initiate programs which nurture the understanding and appreciation of jazz and its heritage, provide leadership to educators regarding curriculum and performance, and assist teachers, students and artists with information and resources.

III. Affiliation with any other group- JEPA shall maintain a connection to the department of music, since the department traditionally has allowed student groups to borrow necessary, non-consumable equipment free of charge. Optional affiliation with other groups is left open to the executive board. These groups may include (but will not be limited to) any Greek organizations (music-oriented or otherwise), other professional music organizations (CMENC, ACDA), the swing dancing club, and any a cappella choirs/music performance based groups.

IV. Qualification/Criteria for selecting membership - *Full time, matriculated undergraduate students* at the University of Delaware who agree with the purpose and object of this group. You must attend at least 4 meetings a year to have voting privileges at the end of the year.

V. Non-Discrimination Clause -The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

VI. Duties and privileges of membership- Anyone may attend a JEPA meeting, Jam Session, clinic, or other sponsored activity. Voting membership is gained as described above, through attendance at a total of 4 events.

VII. Non-voting or representing membership – Community Members, Part time students, Professors, and Graduate Students are also all invited to attend any of the above described events.

VIII. Absence Policies – It is obviously encouraged that everyone attend every meeting, but attendance is optional, with voting privileges being the only penalty for poor attendance.

IX. Policies and Procedures for Disciplining/Removing members- A member is only asked not to return if they exhibit behaviors which inhibit other members from participating.

X. Qualifications for Officers - All Officers (or Executive Board Members) **MUST** be full time matriculated undergraduate students at the University of Delaware with a *minimum* GPA of 2.25. The President and Treasurer may not Study Abroad during Fall or Spring semesters, and may not be enrolled in EDUC 400 (or any similar Student Teaching course which would drain from their responsibility as an officer).

XI. Officers - Describe the titles of the officers, the duties and qualifications of each.

Section 1: President - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student

Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office

from an undisclosed email database. The president will help to appoint all standing and special committees. The President shall also act as a contact with any outside organizations interested in working with JEPA.

Section 2: Vice-President - The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

Section 3: Treasurer - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.

Section 4: Secretary - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. You may want to have the Secretary serve as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database. The Secretary should also be able to act as Webmaster for the group, though a lack in technical prowess can be considered grounds for another officer taking on this duty.

Section 5: Public Relations Chair - The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership. This position may be incorporated with other positions.

XII. Election of Officers – The officers for the ensuing academic year shall be elected during the last meetings of the previous year by secret ballot, or show of hands if there is no objection. Members may nominate themselves; members are eligible to vote at the end of the year if they attend at least 4 meetings over the course of year. Ties will be determined by the advisor, and officers take on their new role on reading day of the semester they are elected.

Section 1: Procedure for Disciplining/Removal of Officers – An officer may be removed from the executive board by unanimous vote of the remaining officers. An appeal process involves a meeting with the advisor, who is the final authority.

Section 2: Resignations- If an officer resigns, the president may decide whether the rest of the officers shall absorb those duties, or whether an emergency election shall be held amongst the remaining executive board to appoint a new member.

Section 3: Officer Transition – Officers shall have the time from the last meeting through finals week to become accustomed to any unique aspects of their new position with the help from the outgoing officers.

XIII. Meetings – Meetings shall be scheduled with the advisor/executive board as necessary, general meetings are held twice a month.

XIV. By-Laws - The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote or simple majority of the executive board is required to approve by-laws or changes in existing by-laws.

XV. Procedures for decision-making - Look to the rules contained in Roberts Rules of Order to govern the

organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.

XVI. Establishment of Committees (if applicable)- The President is responsible for appointing any necessary committee heads. These committee heads may then select their committee members from amongst

XVII. Selection of an Advisor – The Advisor shall be the head of the Jazz Department unless He/She should otherwise turn down this position, or not be eligible (due to not being a “full time faculty member”). The Executive Board at this point shall select another advisor, preferably within the music department and with a disposition favoring Jazz music.

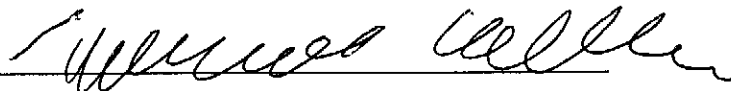
XIII. Disbursal of organizational assets should the group become defunct-
The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XIX. Define a quorum - The minimum number of members who have to be present at a meeting is 4, at least 3 of which should be on the executive board.

XX. Rules for Ratifying the Constitution – Approval of changes to the constitution requires a 2/3 majority vote of the executive board, and approval by the Activities and Programs Office.

XXII. Rules for amending the Constitution – Adding articles/sections to the constitution requires a 2/3 vote of the executive board, and advance notice to all members of the proposed change.

Signatures:

President: 

Vice President: _____

Activities & Programs Staff: 

Date: 2/27/2009

